Software Development Folder (SDF) Checklist

Date(s) of Assessment: _____   Project: _____

Assessor(s): _____   Process Assessed: _____

_____

		Y, N, NA	F, O	Comments
ASSESSMENT PREPARATION				
1	Have standards been identified to clearly define the process assessment?			
2	Were guidelines used to prepare for the assessment?			
3	Has the project submitted any request for deviations or waivers to the defined process?			
4	Have entrance and exit criteria been established for the assessment?			
5	Were the appropriate stakeholders identified for this SDF assessment?			
6	Was the assessment process addressed, including the method for capturing Requests for Action (RFAs), risks, or issues?			

		Y, N, NA	F, O	Comments
SOFTWARE DEVELOPMENT FOLDER (SDF) CONTENT				
7	Does the SDF list or reference all software requirements that are mapped to the software element?			
8	Does the SDF include:			
8a	All applicable Requirements Documents?			
8b	An updated Requirements Matrix?			
8c	Functional specification(s)?			
8d	Interface definitions?			
8e	Data structure definitions?			
9	Are all action items (RFAs/RIDs) resulting from a milestone review (e.g., SRR, PDR, and CDR) that affect this software element or its requirements maintained in the SDF?			

Y=Yes, N=No, NA=Not Applicable, F=Finding, O=Observation

For more information, please visit the NASA GSFC Software Assurance Website, at http://sw-assurance.gsfc.nasa.gov.

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10	Was the documentation reflecting the (RFAs/RIDs) action item's resolution provided in the SDF?			
11	Was the applicable milestone review package identified in the SDF?			
12	Was the design inspection/peer review package(s) for this software element inserted (or referenced) in the SDF?			
13	Were the resulting (design/peer review) action items and documentation of their resolution included in the SDF?			
14	Are there code inspection/peer review package(s) for each software element?			
15	Were the resulting (code inspection/peer review) action items and documentation of their resolution included in the SDF?			
16	Were the following items located in the SDF:			
16a	Current listing(s) for the each software element?			
16b	PDL (Program Design Language as applicable)?			
16c	S/W Change History?			
16d	Compiled Source Code?			
17	Are specific tools identified that are required to maintain each software element: (e.g., one-of-a-kind compilers or commercial/government developed tools necessary to recompile, update, or execute the software)?			
18	Are the following items located or referenced in the SDF :			
18a	Unit test plans/procedures?			
18b	Test data and source code for any test drivers?			
18c	Summary of unit test results?			
18d	Discrepancy reports or change requests that necessitate modification of the software element?			

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18e	Documentation of each discrepancy/change's resolution?			
19	Was the date noted when the SDF was delivered to CM or otherwise archived (if applicable)?			
POST REVIEW ACTIVITIES				
20	At the conclusion of the assessment is an understanding reached on the validity and degree of completeness of the Development Folders?			
21	Did all designated parties concur in the acceptability of the Development Folders?			
22	Are there any risks, issues, or request for actions (RFAs) that require follow-up?			
23	Is there a process in place for reviewing and tracking the closure of risks, issues, or RFAs?			
24	Were Lessons Learned addressed and captured?			
REFERENCE ITEMS/DOCUMENTS				
580-CK-017-01, ISD Software Development Folder Checklist				

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COMMENTS PAGE _____ of _____

#	Comments from assessment

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